EXHIBIT 10

Jennifer Woods Attorney at Law 715 North 193rd Place Shoreline, WA 98133 (206) 546-9081

December 17, 2002

RECEIVED

Joyce Thomas Attorney at Law Frank, Freed, Roberts, Subit & Thomas 705 Second Avenue Seattle, WA 98104-1798

Jeffrey Davis Assistant Attorney General University of Washington Box 351260 Seattle, WA 98195-1260

> Re: Dalessio v. University of Washington PAB No. SUSP-02-0036

Dear Ms. Thomas and Mr. Davis:

The mediation in the above referenced appeal is scheduled for January 2, 2003 beginning at 9:00 am and will be held at the Harborview Human Resources Building, Room 16, 319 Terry Avenue, Seattle, Washington.

I look forward to meeting with you next month.

Very truly yours,

Jennifer Woods

cc: Personnel Appeals Board